Section 15.6 PARAMS MENU
System Tables
Error Code

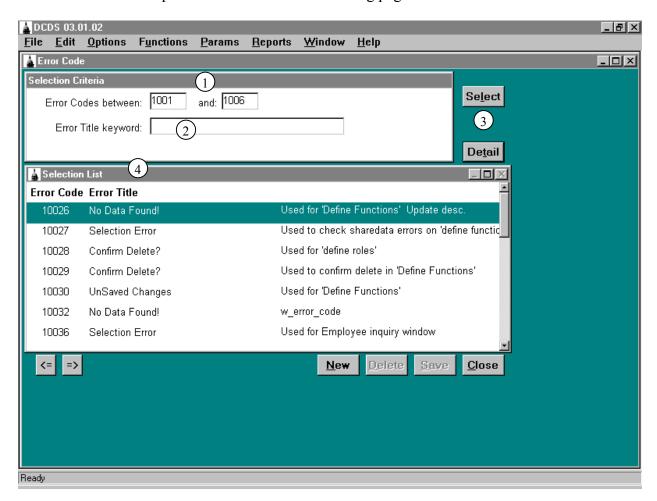|	
Purpose	This section provides the procedures for a central control agency to add, update, or delete error codes and indicate whether specific messages are to be logged so that systems staff can analyze them. **This window is inquiry only for non-control agencies**.
Window Name	Error Code
Reminders	**1.** The Error Code window is accessed through the <u>P</u>arams, <u>S</u>ystem Tables, <u>F</u> - Error Code items on the menu bar.
	2. The Error Code window contains a Selection Criteria window and a Selection List window. A user may select **ALL** the codes by clicking on the Select button, select a range of codes, a specific code or click on the New button to add a new error. If the code is not known, a select may also be done on the title of an error. If selecting only one error, the Detail Data window is automatically displayed. If a range of codes is selected, click the Select button and the errors will be displayed in the Selection List window. Highlight the code to be updated or deleted and click the Detail button. A user may add a new error from the Select or Detail windows.
References	*No specific references*

Error Code

The following window is displayed when <u>P</u>arams, <u>S</u>ystem Tables, <u>F</u> - Error Code is selected from the Menu bar. The steps are described on the following page.

DCDS Input Procedures
Error Code (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Error Codes Between	Enter a specific Error Code Number or range of codes (i.e., 1001 and 1009). If only one code is being selected, the Detail Data window will automatically be displayed.
2	Error Title Keyword	Enter a keyword or title of the error (i.e., No Data Found, Selection Error).
3	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window.
4	Selection List	Highlight the error to be updated and click the Detail button. The Detail Data window will then be displayed.

Error Code (Selection List)

The following information is displayed:

Field Name	Description
Error Code	The numeric code assigned to each error.
Error Title	The title of the Error Code or explanation of the error.

DCDS Input Procedures
Error Code

Follow the steps below to add, update or delete error codes.

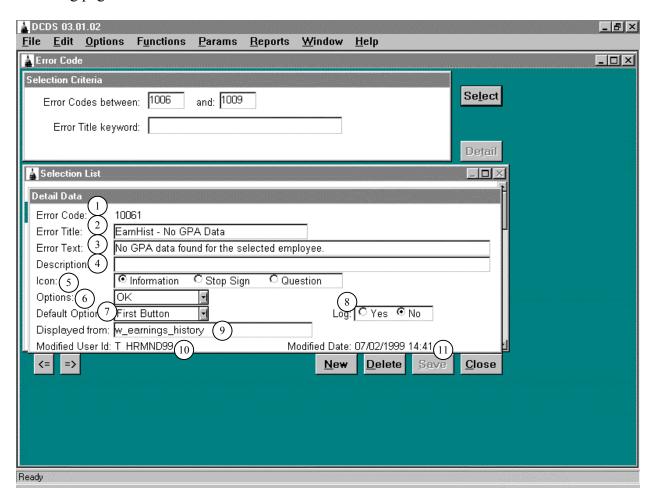| Step	Field Name	Action
Add New Error Code		
	New Button	Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail Data window to add a new Error Code. The New button may be clicked from the Selection or Detail windows.
Update Error Code		
	Detail Button	Enter the required selection criteria and click the Select button. If a specific code or title was selected, the Detail Data window is automatically displayed. If a range was selected, the errors will be displayed in the Selection List window. Highlight the error in the Selection List window to be updated. Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window to update the error code data.
Delete Error Code		
	Delete Button	Enter the required selection criteria and click the Select button. If a specific code or title was selected, the Detail Data window is automatically displayed. If a range was selected, the errors will be displayed in the Selection List window. Highlight the error to be deleted. Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window allowing the user to delete the Error Code. Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). This deletes the Error Code displayed in the Detail Data window.

DCDS Input Procedures
Error Code

The following window is displayed when the **Detail** button is clicked. The same window is displayed with blank fields when the **New** button is clicked. The steps are described on the following page.

DCDS Input Procedures
Error Code

Follow the steps below to update or add a new error code.

Step	Field Name	Action
1	Error Code	The Error Code is assigned upon a Save for a new code. Once this code is assigned, it cannot be changed.
2	Error Title	Enter a title of the error.
3	Error Text	Enter the wording for an error message, if applicable.
4	Description	Enter a description of the error.
5	Icon	Click on the applicable radio button to indicate whether the error will be for Information, a Stop Sign or a Question.
6	Options	Select the applicable Option (OK, OK Cancel, Yes No, etc.) from the dropdown list
7	Default Options	Select the appropriate Default Option (First Button, Second Button, Third Button) from the dropdown list to indicate which button will be highlighted as the default when the error dialog box is displayed.
8	Log	Click on Yes or No to indicate whether or not the Error Code is to be logged.
9	Displayed From	Enter the window name where the error is from.
10	Modified User ID/Modified Date	Displays the User ID of the last person who made modifications and the date modifications were made.
11	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save the new Error Code data and changes.

*indicates a required field that must be entered